

~~SECRET~~  
Security Information

MEMORANDUM FOR THE RECORD:

28 May 1953

SUBJECT: Report of Visit to FDD

Following is miscellaneous information in connection with an informal visit by the undersigned to [ ] this date:

25X1A

a. Unreported consequential operational liaison conducted by FDD members WITHIN CIA (FDD complies with [ ] concerning the control and reporting of liaison outside CIA). FDD will minimize reoccurrence of mentioned instances when OO, with no forewarning or any notification whatsoever from within, has been informed initially from without (by telephone calls, circulated diaries from other offices' headquarters, inquiries or comments direct to DAD/O or AD/O) concerning the results of conducted liaison. It is expected that liaisoning personnel of all FDD echelons will continue to omit unnecessary detail in their liaison reports which will, however, at least verbally through normal channels cover discussions with other CIA offices involving agreements, proposed agreements, etc., whenever they are of possible consequence to either the office of either participant, or of policy implication.

25X1A

b. Direct distribution of specifically requested FDD Reports. Chief, Reports Branch, FDD, will confirm in writing an agreement recently made between him and Chief, CIA Branch, Liaison Division, OCD:

Directly to CIA requestors, FDD will send copy of unedited draft translations and reports (unpublished "U-reports" usually of limited interest), with reproducible copy simultaneously to be provided to OCD so that the CIA Library thereafter can fill authorized requests subsequently generated by the entry of such unpublished reports in the monthly Consolidated Translation Survey.

c. CIA/OCD Foreign Publications Branch. Schedule for OCD establishment of the Foreign Publications Branch in [ ] still is indefinite, although, reportedly, Department of State concurrence in the proposed transfer of certain responsibilities to CIA/OCD is forthcoming. With reference to the 7 May OCD-FDD agreement on procedures for the new FP Branch, no additional cooperative procedures have been developed yet (for example, to minimize lost motion growing out of reproduced and distributed foreign language materials unkeyed to their respective FDD English-language projects--scheduled, in process or completed).

25X1A

d. Various administrative detail.

(1) On duty versus ceiling strength. As of 1 June FDD on [ ]

25X1A

~~SECRET~~  
Security Information

Initiation of action is contemplated soon by FDD "to establish" the [ ] additional I.O. positions included in the Budget Estimate FY 1954 for a T/O of [ ] (Either FDD recruitment will have to be curtailed or its ceiling raised.)

(2) Career designations. Having no field personnel to whom given "career designations" (and the right to request changes) needs to be explained in lieu of the explanatory CIA [ ] FDD foresees no problems. Branch chiefs are informing their personnel about current OO designations and reminding them of their prerogatives). Only one FDD member remains undesignated.

(3) Rotation. Not reported previously for the OO Career Service Board record, since October 1952, [ ] P&P Staff, has been on a rotation-loan status exploiting Albanian documents in EE/FDD per informal arrangement between these two organizations concerned. Hereafter OO will be advised of proposed inter-office rotation.

(4) Records Management. Chief, FDD, as suggested, is continuing to withhold indefinitely an FDD Notice on the Records Management Program (proposed last week by FDD to explain the program and to solicit the cooperation of all personnel), at least until the question of a records expert to be nominated by General Services for TDY in OO is settled. In the meantime, the FDD Area Records Officer is progressing in her streamlining efforts.

(5) Reclassified Positions. Before initiation of Form 37-3's, promotion action into a number of the newly upgraded T/O positions is being studied. (It has not been determined whether C&W omittance of a GS-4 (Sec.-Steno) position from its memoranda of approval and disapproval of requested changes was an oversight or bad omen for this post in Administration/FDD.)

(6) "Human Resources." After the second series of follow-up meetings to be held by [ ] on 10, 17 and 24 June (3 groups of 20 persons each for 1 hour), participants will be canvassed as to the need for further meetings and a report will be submitted by FDD to OO as to benefits derived so far.

(7) Overtime. A check is made each pay period to ensure against exceeding the estimated needs for overtime.

(8) Branch Chiefs continue to feel inconvenienced by newly employed language trainees interrupting their projects to go to the Basic Intelligence Course. Reasons have been repeated for disapproval of earlier requests for exemption or